

Application for City of Maricopa Special Event FOOD VENDOR

Stagecoach Days – Saturday, October 22, 2011
20 SPOTS AVAILABLE

EVENT HOURS: 3 p.m. – 9 p.m. **SET-UP:** 11 a.m. – 12 p.m.
Pacana Park, 19000 N. Porter Rd., Maricopa

PLEASE ATTACH YOUR VENDOR FEE TO THIS FORM TO EXPEDITE PROCESSING. Space is limited with only 20 spots available and acceptance is subject to the approval of the Community Services Department. It is very important that this form be complete and accurate. If the Community Services Department approves your vendor request form, you will be contacted by September 16, 2011. If you are not approved you will receive your un-cashed check and a letter explaining the decision via the mail. Prior to the event you are expected to attend a vendor meeting to receive your vendor confirmation packet. You are responsible for the information in the confirmation packet and must follow all the rules and regulations in order to participate in the event. The confirmation packet will have details pertaining to set-up times and locations. The confirmation materials specify that you will be held responsible for the clean up of your booth space and could be fined up to \$100 if trash is left in your area or the space/turf is damaged. **Please note the application and fee due dates. If your fees are not paid in full by the given due date, your space will not be reserved and this may result in additional fees if space is still available.** All fees are subject to change at the discretion of the City of Maricopa. By returning this vendor request form you agree to abide by all the rules and conditions set forth by the City of Maricopa. **WE WILL BEGIN ACCEPTING FOOD VENDOR APPLICATIONS ON August 1, 2011. Applications must be received in our office by September 1, 2011 to be considered.**

FEE (non-refundable): See Fee Schedule below and choose the booth size that you are requesting.

| | Vendor Village | Kids Corral | Beer Garden |
|----------|----------------|-------------|-------------|
| 10 x 15: | [] \$200 | [] \$200 | [] \$250 |
| 20 x 15: | [] \$375 | [] \$375 | [] \$475 |

-Vendor fee includes trash removal and \$25 Pinal County Health Department Fee

ELECTRICITY: If you require electricity, there is a \$45 fee for one (1) 110 outlets (maximum 20 AMPS). This fee must be included with your payment and agreement. Special electrical needs may be arranged for an additional fee. **Violations to electrical requirements could lead to your being asked to leave the event. The City of Maricopa is not responsible for damage to equipment caused by a power surge.**

of outlets needed _____ # of amps _____ **TOTAL AMPS MUST NOT EXCEED 20.**

VENDOR INFORMATION

VENDOR NAME: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: () _____ **CELL:** () _____ **FAX:** () _____

CONTACT: _____ **EMAIL:** _____

ARIZONA STATE SALES TAX NUMBER:

All vendors are responsible to submit Arizona State Sales Tax when applicable.

CITY OF MARICOPA BUSINESS LICENSE NUMBER:

All vendors must have a valid City of Maricopa Business License to participate.

PINAL COUNTY ENVIRONMENTAL HEALTH MOBIL FOOD UNIT PERMIT NUMBER:

Not required, but if applicable, fees can be reduced by \$25 with completed Application for Temporary Event Food Booth.

TYPE OF SETUP OR EQUIPMENT USED: (tent, table, cart, trailer, propane, electric, fryer, grill, etc.)



SPECIAL SPACE REQUIREMENTS:

WASTE NEEDS: (Check one)

PARKING & STAFFING FOR YOUR BOOTH:

Please note: City of Maricopa Special Events draw 8,000 or more participants. Your booth should be adequately staffed to avoid long lines. Remember, these are condensed events. Many event patrons will be arriving at the same time and most will stay for the duration of the event.

If doing something other than just selling food, what will you be doing/promoting at your booth?

List Menu / Products to be sold (list prices for menu items). You may attach additional pages if needed.

[illegible]

Any changes to this list after application is submitted must be pre-approved.

RULES & REGULATIONS

VENDOR SPACE: The City of Maricopa reserves the right to limit food categories for each event. **The City of Maricopa businesses and non-profits** will be given first priority over food vendors from other areas in the county or outside the county. The City of Maricopa reserves the right to relocate booths at any time for the greater good of the event.

PAYMENT FOR VENDOR SPACE: **Payment in full is due by Friday, September 30, 2011.** Any returned check will be charged a \$35.00 fee. Failure to pay the appropriate fee by the due date will result in loss of vendor space.

USE OF VENDOR BOOTH SPACE: No vendor shall sub-lease or share the assigned space. All demonstrations, sales and/or promotional activities, and distribution of merchandise, flyers, and promotional materials shall be confined to limits of the vendor space.

CANCELLATION OF VENDOR SPACE: Vendor fees are NOT refundable under any circumstances.

INSURANCE: All vendors must provide a Certificate of Insurance with liability limits of one million naming the City of Maricopa as additionally insured. **NOTE:** If you have a general insurance policy for your company, please provide us a copy of that. Proof of insurance must be on file in our office **two weeks prior to the event.** If not received by due date (September 30, 2011) your event space will be made available to other vendors. **Mail insurance to: City of Maricopa, Community Services Special Events, PO Box 610, Maricopa, AZ 85139; or fax to 520-568-9120 ATTN: Community Services Department**

HEALTH REGULATIONS: All food, beverage and snack vendors are responsible for being aware of and in compliance with all Pinal County health regulations. Inspectors will be onsite. If you have any questions, please contact the Pinal County Health Department at 520-866-6807.

BUILDING AND FIRE DEPARTMENT REGULATIONS: All food vendors are required to attend the vendor meeting as scheduled to ensure compliance with the City of Maricopa Fire Department and Building Department regulations. On-site inspections will be completed by the City prior to the start of the event.

CITY OF MARICOPA LICENSING REQUIREMENTS: All potential food vendors for any City of Maricopa Special Events must have a valid City of Maricopa business license on file a minimum of two weeks prior to the event date (apply before September 30, 2011). If you are unsure on the status of your business license, please contact the City of Maricopa at 520.568.9098. Failure to present a valid business license will result in loss of vendor space. **No exceptions to this policy.**

VENDOR WAIVER

____ **INITIAL HERE:** I understand that any items not on the Vendor Application or attached list cannot be sold.

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the City of Maricopa harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment, or personal property which I may have on the grounds of a City of Maricopa special event. I also understand that the City of Maricopa will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Pinal County. All requests are subject to acceptance by the City of Maricopa Community Services Department and their decision is final. I understand that my signature holds me responsible for the information included in all pages of this request. Any booth cancellations of the event will not be refunded and no negotiations will be made outside of this agreement.

I understand that this is a request form only until signed by a City of Maricopa Special Event staff person. Once this form is signed by both parties it will be considered a binding agreement.

By signing below I agree to abide by the rules and conditions set forth by the City of Maricopa.

VENDOR SIGNATURE: _____ DATE: _____

CITY OF MARICOPA SIGNATURE: _____ DATE: _____

SUBMIT FORM TO: City Hall, 45145 W. Madison Ave. Maricopa, AZ 85139 or

FAX TO: 520-568-9120 or MAIL TO: City of Maricopa, Community Services Special Events, PO Box 610, Maricopa, AZ 85139

For questions please contact:

John Nixon, Director of Community Services
Brenda Campbell, Special Events Coordinator

Phone: 520.316.6966
Phone: 520.316.6963

email: john.nixon@maricopa-az.gov
email: brenda.campbell@maricopa-az.gov

IMPORTANT: EVENT CHANGES FOR STAGECOACH DAYS 2011

- ☐ To facilitate other vendors participating in the event, food vendors need to enter the park between 11 a.m. and 12 p.m. for set-up.
- ☐ This years' event will place food vendors on the turf. All vendors using tents are required to bring their own sand bags, blocks, stakes, and/or gallon jugs filled with water to properly anchor their tent. **NO VENDOR WILL BE ALLOWED TO OPERATE IF THEIR TENT IS NOT PROPERLY SECURED.**
- ☐ Access to electricity will be provided for the fee of \$45 per 20 AMPS. (NOTE: Only 110 outlets are supplied). Vendors **MUST** report the need for electricity on their vendor application. No other generators will be permitted unless advanced approval is received by the event staff and Fire Prevention / Building Safety
- ☐ Loading and unloading of equipment will be the **SOLE** responsibility of the vendors. The City of Maricopa will **NOT** have volunteers on-site to assist with unloading and loading.
- ☐ Vendors are responsible for the clean up of booth space. Fines will be imposed for trash left in the area, improper grease disposal or space/turf damage from hot oil.
- ☐ **ALL** food vendors **MUST** complete the attached Pinal County Environmental Health Services Application for Temporary Event Food Booth form and return it with their Food Vendor Application. However, if the vendor has a current Pinal County Environmental Health Mobil Food Unit Permit and provides a photocopy of their permit, they may reduce their vendor fee by \$25.

DATES TO REMEMBER:

- | | |
|--|--------------------|
| <input type="checkbox"/> Food Vendor Registration opens | August 1, 2011 |
| <input type="checkbox"/> Application deadline | September 1, 2011 |
| <input type="checkbox"/> Acceptance notification | September 16, 2011 |
| <input type="checkbox"/> Payment due | September 30, 2011 |
| <input type="checkbox"/> Certificate of Insurance due | September 30, 2011 |
| <input type="checkbox"/> City of Maricopa Business License due | September 30, 2011 |
| <input type="checkbox"/> Pinal County Health Permit due | September 30, 2011 |
| <input type="checkbox"/> Mandatory Food Vendor Meeting | October 12, 2011 |
| ○ City Hall | 6 p.m. |
| <input type="checkbox"/> Stagecoach Days | October 22, 2011 |
| ○ Food Vendor Set-up | 11 a.m. – 12 p.m. |
| ○ Final Inspections | 1 p.m. |
| ○ Event Hours | 3 p.m. – 9 p.m. |
| ○ Load out | 9:30 p.m. |